

**SHAW ISLAND SCHOOL DISTRICT NO 10
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, JANUARY 12, 2016- 3:10 PM**

Chair Jon Shannon called the meeting to order at 3:10 pm. Board members present: Jon Shannon, Jennifer Swanson, Cari Miller, John Bogert, and Gigi Allaway. Staff present: business manager Deanna Shannon, teachers Diane Clifton and Cheryl Opalski (left after student report). Students present: Aidan Shannon, Elijah Miller, Sintayehu Shannon, Max Field, and Elena Swanson.

OATH OF OFFICE: John Bogert had been elected in the November 2015 election after being appointed in September 2014. Jennifer administered the oath of office to John.

STUDENT REPRESENTATIVE REPORT: Aidan stated that the students had been studying electromagnetism. Aidan and Elijah demonstrated how the class had magnetized a nail by wrapping it in wire and hooking it up to a 1.5 volt battery. Aidan demonstrated an electromagnetic experiment he had created using parts from a microwave oven and a 6 volt battery.

APPROVAL OF PREVIOUS MINUTES: December 15, 2015 regular meeting: Jennifer made one correction. *Gigi moved that the December 15, 2015 regular meeting minutes be approved as corrected; Jennifer seconded the motion; the motion carried (John abstained because he had not been at the previous meeting).*

CHANGES OR ADDITIONS TO THE AGENDA: Deanna requested that the subcategories under Review of Board Action Sheet be removed.

CONSENT AGENDA: Deanna asked that the budget status report be removed from the consent agenda and moved to Budget and Fiscal matters. *Jennifer moved to approve the following items on the consent agenda:*

- *January 2016 Payroll in the amount of \$14,007.07*
- *General Fund Expenditures for the period ending January 12, 2016 in the amount of \$3992.72*

Gigi seconded the motion; the motion carried unanimously.

HEARING OF INDIVIDUALS OR GROUPS ON NON-AGENDA ITEMS: None.

CORRESPONDENCE & COMMUNICATION: None.

TEACHER REPORT: Diane reported that she had attended a TPEP (Teacher/Principal Evaluation Program) class. She stated that the class had helped her learn how to pick her “focus goal”. Diane reported that with the drop in enrollment, the teachers and the music teacher, Anita Orne, had reconfigured the music classes on Fridays. Rather than teaching by grades, there would be vocal instruction with one group and instrument instruction with another group in the morning. In the afternoon, all of the students would come together for music appreciation and

group singing. Diane stated that she and Cheryl had also combined the upper and lower grades in the afternoons and were co-teaching science and social studies.

LEGISLATIVE REPORT: In light of the new board positions, what the legislative report entailed was discussed.

SUPERINTENDENT AND COMMITTEE REPORTS:

1. **Superintendent:** None.
2. **Physical Plant:** It was announced that John Bogert was the new chair of the committee. John updated the board on the energy remediation work that Sage Builders had completed. He stated that the electrical work had been signed off on that day. John stated that the school would be receiving a rebate from the Community Energy Challenge for some of the work that had been done. John reported that the heater in the upper grade classroom was not working and that a cause was being investigated. John stated that a heat pump had been recommended to replace the furnace in the future.
3. **Instructional Support:** None
4. **Administration:** None.

PROGRAM, CURRICULUM, AND ASSESSMENT: None.

PERSONNEL: None.

BUDGET & FISCAL MATTERS:

1. **Review of proposed working budget:** A working budget reflecting funding based on current enrollment was reviewed. Jennifer stated that Cheryl was willing to renegotiate her contract due to the school's financial situation and her time away from her home on Stuart. *Gigi moved to authorize the superintendent to meet with Cheryl and renegotiate her contract; John seconded the motion; the motion carried unanimously.*

GENERAL:

1. **Review of Board Action Sheet:** Deanna stated that she and Diane had created custodial check lists and that Karl Miller had reviewed them and made suggestions.
2. **Update on Solar Initiative: Viewing of Enlighten Account**
 1. John requested a review of how the school's solar project was being used in the classroom.
 2. The board viewed the school's solar information on the Enlighten website.
3. **Discussion of MRSC Small Works Roster:** Deanna had included information on the MRSC Small Works Roster membership in the board packet. *Gigi moved to approve the process for membership in the MRSC Small Works Roster; John seconded the motion; the motion carried unanimously.*
4. **Policy Review:**

First reading of and public comment on the following revised 1000 series policies:
No changes were made to Policy 1731 and no public comment was made. *John moved for final approval of Policy 1731 Board Member Expenses; Gigi seconded the motion; the motion carried unanimously.*

First reading of and public comment on the following 6000 series policies:

No changes were made to Policy 6690 and no public comment was made.
Jennifer moved for final approval of Policy 6690 Contracting for Transportation Services; John seconded the motion; the motion carried unanimously.

Second reading of the following revised 1000 series policies:

1. 1005 Key Functions of the Board
2. 1110 Election
3. 1112 Director Orientation
4. 1113 Board Member Residency
5. 1114P Board Member Resignation and Vacancy Procedures
6. 1210 Annual Organization meeting
7. 1220 Board Officers and Duties of Board Members
8. 1240 Committees
9. 1250 Students on Governing Boards
10. 1310 Policy Adoption, Manuals, and Administrative Procedures
11. 1420P Proposed Agenda and Consent Agenda Procedures
12. 1430 Audience Participation
13. 1820P Board Self-Assessment Procedures

Gigi moved for final approval of the 1000 series policies numbered 1 through 13 on the agenda; Jennifer seconded the motion; the motion carried unanimously.

Second reading of the following revised 6000 series policies:

1. 6000 Program Planning, budget Preparation, Adoption, and Implementation
2. 6020 System of Funds and Accounts
3. 6021 Interfund Loans
4. 6040 Expenditures in Excess of Budget
5. 6100 Revenues from Local, State, and Federal Sources
6. 6610P Revenues from Local, State, and Federal Sources Procedures
7. 6102 District Fundraising Activities
8. 6120P District Fundraising Activities Procedures
9. 6111 Tuition
10. 6112 Rental or Lease of District Real Property
11. 6114P Gifts or Donations Procedures
12. 6120 Investment of Funds
13. 6212 Charge Cards
14. 6213 Reimbursement for Travel Expenses
15. 6220 Bid Requirements
16. 6220P Bid Requirements Procedures
17. 6230 Relations with Vendors
18. 6250 Cellular Telephones
19. 6512 Infection Control Program
20. 6512P Infection Control Program Procedures
21. 6801 Capital Assets and Theft-Sensitive Assets
22. 6801P Capital Assets and Theft-Sensitive Assets Procedures
23. 6881 Disposal of Surplus Equipment and/or Materials
24. 6882 Sale of Real Property

- 25. 6883 Closure of Facilities
- 26. 6890 State Environmental Policy Act Compliance
- 27. 6895 Pesticide Notification, Posting, and Record Keeping
- 28. 6905 Site Acquisition
- 29. 6920 Construction Design
- 30. 6920P Construction Design Procedures
- 31. 6925 Architect and Engineering Services
- 32. 6925P Architect and Engineering Services
- 33. 6950 Contractor Assurances, Surety Bonds, and Insurance
- 34. 6955 Maintenance of Facilities Records
- 35. 6959 Acceptance of Completed Projects (Tabled)

Jennifer moved for final approval of the 6000 series policies numbered 1 through 34 in the agenda; Gigi seconded the motion; the motion carried unanimously.

Policy 6959 Acceptance of Completed Projects was tabled until the RCW could be reviewed.

ADJOURNMENT: *Jennifer moved that the meeting be adjourned; Cari seconded the motion; the motion carried unanimously.* The meeting was adjourned at 4:33.

Chair, Jon Shannon

Recording Secretary, Cari Miller

Member, Jennifer Swanson

Member, John Bogert

Member, Gigi Allaway

Superintendent/Secretary to the Board
Jennifer Swanson